

KSAPC Inventory

| | Knowledge of: |
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| K1. | Comprehensive knowledge of the purpose and organization of the Department of Corrections and Rehabilitation, Division of Juvenile Justice, to protect the public through the use of evidence based programs and crime prevention strategies in the treatment of youthful offenders to reduce recidivism. |
| K2. | General knowledge of administrative practices of personnel management and supervision to effectively direct and manage an area of responsibility of the Department of Corrections and Rehabilitation, Division of Juvenile Justice. |
| K3. | Comprehensive knowledge of the principles of effective verbal and written communication, accountability, discipline and group dynamics to accurately and effectively communicate job related information and conflict resolution, etc. |
| K4. | Extensive knowledge of principles and methods of training to determine training needs, evaluate training results, to ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the Department of Corrections and Rehabilitation, Division of Juvenile Justice. |
| K5. | Comprehensive knowledge of the principles and techniques of security of the California Department of Corrections and Rehabilitation, Division of Juvenile Justice Facilities to effectively provide public safety and comply with Federal and State laws. |
| K6. | Comprehensive knowledge of job requirements and work performed by youthful offenders in facilities/work site to comply with departmental/legal mandates, and maintain the orderly operation of the facility and the safety of staff, youthful offenders and public. |
| K7. | Comprehensive knowledge of methods of discipline, and the attitudes, problems, and behaviors of youthful offenders in custody in order to effectively manage and maintain the orderly operation of the facility/work site and the safety of staff, youthful offenders and public. |
| K8. | Comprehensive knowledge of facility/work site sanitation, and health and safety standards to maintain the orderly operation of the facility/work site and the health and safety of staff, youthful offenders, and the public. |
| K9. | Advanced knowledge /management of youthful offenders from diverse ethnic and cultural backgrounds (e.g., behavior, negative subcultures, activities, structure, etc.) in an effort to minimize disruptions that impede the orderly operation of a facility/work site and provide information to staff, law enforcement agencies for community safety, etc. |
| K10. | Advanced knowledge of the Ward Rights System (I&C Manual, Ward Grievance, DDMS, and Legal Actions, Section 7000) in order to review, resolve, respond and track/monitor appeals within the specified time constraints, etc. |

| | Knowledge of: CONTINUED |
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| K11. | General knowledge of the principles, methods, and level of care/treatment and discipline of youthful offenders based upon classification with specific knowledge of attitudes, problems, and behaviors in order to effectively manage the daily operations within a facility/work site setting and to provide a systematic process for the programming, housing and custody decisions for safe and secure management of youthful offenders, escape prevention/apprehension and disturbance control, etc. |
| K12. | Comprehensive knowledge of the missions and functions of various Federal, State, local law enforcement agencies and courts, Attorney General/District Attorney, and local medical facilities, etc. in order to develop, facilitate, maintain and promote a good working relationship, etc. |
| K13. | Extensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel. |
| K14. | Advanced knowledge of the administration of collective bargaining agreements, labor organizations and grievance handling (e.g., Bargaining Unit 6, etc.), in order to effectively manage and maintain the orderly operation of the facility/work site and the safety of staff. |
| K15. | General knowledge of laws, rules, and regulations governing the Department of Corrections and Rehabilitation, Division of Juvenile Justice, in order to effectively manage the daily operation within facility/work site. |
| K16. | General knowledge of principles and practices of organizational administration including program planning, monitoring, evaluating, and budgeting in order to effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders and the public. |
| K17. | Basic knowledge of investigative report writing and preparation of concise and complete work to effectively obtain information from staff, youthful offenders, the public, outside agencies, etc. |
| K18. | Basic knowledge of investigative and interviewing techniques and procedures to effectively obtain information from staff, youthful offenders, the public, outside agencies, etc. |
| K19. | Comprehensive knowledge of procedures pertaining to the transportation of youthful offenders to effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public. |
| K20. | Basic knowledge of computer usage (e.g. software programs, etc.) to maintain accurate records, communicate and effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public. |

| | Ability to: |
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| A1. | Demonstrate the methods and techniques of supervision (e.g., provide direction and training to staff, counseling, fair and appropriate performance evaluations, employee relations, work scheduling and administrative practices, conflict resolution, etc.) in order to ensure productive work force, and create and maintain a safe and secure facility/work site. |
| A2. | Effectively elicit cooperation, interest, and respect of youthful offenders in order to communicate, provide information, direction, to meet the department's visions, values, missions, goals and objectives, to promote participation. |
| A3. | Maintain custody and control of youthful offenders to effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public. |
| A4. | Apply fair and firm discipline to meet the department's visions, values, missions, goals and objectives, promote participation and effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public. |
| A5. | Preparing/reviewing reports (e.g., training, operational plans, use of force, youthful offender records, etc.), maintaining and archiving records in order to retain critical data/information for litigation, historical data/past practice, managerial resources, etc. |
| A6. | Analyze emergency situations quickly and accurately in order to implement an effective course of action (e.g., limited programs, lockdown, escapes, seek medical/mental health response, overtime management, disturbance level, etc.) and to prevent operational disruptions, resolve complex issues and complete assignments in the allotted timeframes, etc. |
| A7. | Plan, the work of others and effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public. |
| A8. | Organize the work of others and effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public. |
| A9. | Direct the work of others and effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public. |
| A10. | Provide training to staff in order to create a knowledgeable work force, to enable staff to produce quality work and to enhance and/or provide upward mobility opportunities, etc. |
| A11. | Effectively contribute to the department's Equal Employment Opportunity objectives (e.g., fair treatment of people, sexual harassment prevention, discrimination prevention, etc.) in order to ensure harassment free work place environment and create and maintain a fair and equitable work environment. |
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| | Ability to: |
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| A12. | Establish and maintain positive working relationships to provide information, direction, promote, and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.) to promote collaborative participation, enhance morale and productivity. |
| A13. | Effectively communicate in order to provide information, direction, train staff, promote, and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.) to promote collaborative participation, enhance morale and productivity. |
| A14. | Represent the Department's positions on collective bargaining agreements by interpreting and apply the Memorandum of Understanding (MOU) to effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public. |
| A15. | Effectively research and respond to employee grievances by interpreting the applicable sections of the MOU to maintain facility/work site operations. |
| A16. | Effectively monitor and enforce a comprehensive health and safety program for a facility/work site. |
| A17. | Perform liaison and community relation's duties to meet the department's vision, values, mission, goals and objectives. |
| A18. | Effectively conduct interviews and investigations to enforce institutional rules and regulations with firmness, tact, and impartiality to ensure consistency and compliance of disciplinary measures. |
| A19. | Use and operate computerized equipment to create documents, query, input, retrieve and update data base information, etc. to monitor, track and supervise staff and youthful offenders assignments, etc. |
| A20. | Utilize departmental weapons and authorized chemical agents in a safe and proficient manner to comply with departmental qualifications to ensure staff, youthful offender, and public safety. |

| | Special Personal Characteristics: |
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| SPC1. | Leadership qualities by demonstrating high moral standards, integrity, honesty, emotional maturity, stability, tact, ethical/moral behavior, law abiding, self confidence, patience, neat personal appearance, professional role model, etc. in order to accomplish day-to-day operational efficiency and promote the Department's vision, values, missions, and goals, etc. |
| SPC2. | Empathetic and objective understanding of the problems of youthful offenders in custody |
| SPC3. | Keenness of observation in identifying and monitoring day-to-day operations or potential incidents to effectively perform the job. |
| SPC4. | Willingness to work impartially with and accept the various racial, ethnic, and cultural differences of staff and the youthful offenders in custody. |
| SPC5. | A continuing satisfactory record as a law-abiding citizen. |
| SPC6. | Punctuality and willingness to work various shifts, including weekends and holidays, and to report for duty at any time emergencies arise. |
| SPC7. | Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates. |
| SPC8. | Normal vision and/or with corrective aides to ensure personal safety and in order to respond to emergency situations, etc. |
| SPC9. | Willingness to travel as directed to meet departmental needs. |
| SPC10. | Maintain a valid driver's license to effectively perform the duties of a Lieutenant, in CDCR, DJJ. |